

PERSONNEL COMMITTEE
5:00 p.m., Thursday, June 7, 2018
City Hall Conference Room
1207 Palm Boulevard

AGENDA

1. Call to order and acknowledgement that the press and public were duly notified of the meeting in accordance with the Freedom of Information Act.

2. Approval of Previous Meeting's Minutes

Regular Meeting of May 2, 2018

Special Meeting of May 15, 2018

3. Citizens' Comments

4. Old Business

5. New Business

- A. Consideration of proposals from search firms
- B. Consideration of characteristics/traits/qualities/qualifications of ideal candidate for City Administrator
- C. Discussion of City Administrator job description
- D. Consideration of characteristics/traits/qualities/qualifications of ideal candidate for Chief of Police as identified by the Public Safety Committee
- E. Review of proposed revised job description for Chief of Police
- F. Approval of job description of Public Works Assistant Director for Maintenance and Facilities

6. Miscellaneous Business

Consideration of Patrol Officer Phillips as Employee of the Month

Next Meeting Date: 5:00 p.m., Thursday, July 5, 2018

7. Executive Session – if needed

8. Adjourn

PERSONNEL COMMITTEE
5:00 p.m., Tuesday, May 8, 2018

The regular meeting of the Personnel Committee was held at 5:00 p.m., Tuesday, May 8, 2018 in the City Hall Conference Room, 1207 Palm Boulevard, Isle of Palms, South Carolina. Attending the meeting were Councilmember Moyer and Rice, Chair Ferencz, Administrator Tucker, Assistant Administrator Fragoso and City Clerk Copeland; a quorum was present to conduct business.

1. Chair Ferencz called the meeting to order and acknowledged that the press and public were duly notified of the meeting in accordance with the Freedom of Information Act.

2. Approval of Previous Meeting's Minutes

MOTION: Councilmember Rice moved to approve the minutes of the regular meeting of April 5, 2018 and the Special Meeting of March 26, 2018 as submitted; Councilmember Moyer seconded and the motion PASSED UNANIMOUSLY.

3. **Citizens' Comments – None**

4. Old Business

- A. Review City Code, Chapter 3, sections 1-3-31 through 1-3-36
Develop timeline for revisions to City Code as it pertains to:
 - 1. All standing committees – name, responsibilities and meetings
 - 2. The nomination and voting process for standing committees
- B. Consideration of changing the frequency of performance reviews

At the April Personnel Committee meeting, the decision was made to defer Items A and B until August 2018. The Committee chose to delete these items from the Agenda until August.

C. Review of FY19 budget

Chair Ferencz stated that she had called Treasurer Suggs to find out if anything specific needed to be considered by the Personnel Committee relative to the FY18 budget, and the only budget item dedicated to the Personnel Committee was the allocation for the fees charged by a search firm selected by the City. The "blue budget" only has twenty-four thousand dollars (\$24,000), and based on her research to-date, HR Officer DeGroot was certain that the amount currently in the FY19 budget was too low for the services the City wanted done for two (2) positions. She stated that other costs not included would be for travel, advertising, etc.

Councilmember Rice said that she did not want to go to Council more than once for funds for this purpose and supported asking for an allocation of sixty thousand dollars (\$60,000).

The range of costs from the search firms were as follows:

	<u>3 positions</u>	<u>2 positions</u>
The Novak Group		\$38,500
The Mercer Group	\$39,000	
Gov HR	60,500	
Colin Baenziger & Assoc.	74,500	
Strategic Gov Resources	75,000	

In conversation with Director Pitts, he wanted the search firm to source candidates, but he wanted all resumes to come to him and to Human Resources.

Councilmember Moye commented that the quotes in the higher ranges were for three (3) positions; therefore, he was comfortable with putting sixty thousand dollars (\$60,000) in the FY19 budget.

HR Officer DeGroot indicated that she was leaning more toward seventy-five thousand dollars (\$75,000) to cover the additional expenses like flying more than one (1) person to Charleston for an interview, advertising and the creation of the brochure about the City and the position, etc.

MOTION: Councilmember Rice moved to increase the funds in the FY19 budget to \$75,000 to cover a search firm and all expenses related to hiring for the positions of City Administrator and Chief of Police; Councilmember Moye seconded and the motion PASSED UNANIMOUSLY.

5. New Business

A. Discussion of recruitment process for hiring the City Administrator, Chief of Police and Assistant Public Works Director for Facilities and Maintenance

1. Methods of keeping citizens informed of progress
2. Engagement of appropriate standing committees
3. Timeline

B. Report from Human Resources Officer related to recruitment services

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Chair Ferencz said that she wanted to be as transparent and inclusive as possible in the search process by including as many Councilmembers via standing committees and to have them involved in the first aspect of hiring the search firm. She would like for the Committee to delve into the firms who have submitted quotes and to agree on its top two (2) choices to be able to present them to the Ways and Means Committee along with a cost analysis at the June meeting. Her goal will be for the Ways and Means Committee to vote on the firm it wants the City to hire to conduct the searches. A step that has already been taken was to speak with the chairs of the Public Safety and Public Works Committees to assist the Personnel Committee by reviewing the job descriptions and to compile a profile of the perfect candidate; the Personnel Committee will do the same for the City Administrator.

In addition, Chair Ferencz explained that she would like to form an interview committee composed of the Personnel Committee, a member of the community selected based on the criteria of a job description, and someone in North or South Carolina who currently holds the position of City Administrator and Police Chief to give an objective perspective on the candidates.

Once the three (3) top candidates have been selected for each position, Meet-and-Greets would be scheduled for each position.

Chair Ferencz said that the Personnel Committee would make its recommendation to City Council for the best candidate to fill each position.

To keep the citizens informed, the Chair wants to have space on the City's website detailing the progress that is being made month by month.

HR Officer DeGroot explained that, frequently, when a promotion occurs within a Police Department, a law enforcement officer from another local government is brought in to be part of their process. She added that she thought a sitting Chief would be quite beneficial and valuable because he/she will know the questions to ask that the Personnel Committee would not know.

A draft of a timeline for all of the steps in the process has been developed by Chair Ferencz and is attached to the historical record of the meeting, but she acknowledged that the search firm might have its own timeline. A goal for June was to sign a contract with a search firm by the end of the month and to have the process underway. Additionally in June, the Chair wanted to have revised job descriptions for the open positions.

The HR Officer stated that the search firm was not going to be as interested in the qualifications the City was looking for, but the qualities the City wanted the ideal candidate to have. Equally as important to the search firm will be the qualities about the area, the island and the City; she opined that this would be the bigger task. It will be the Personnel Committee's job to provide the search firm with a lot of information about the Isle of Palms to go into the informational packet they produce for candidates.

When Chair Ferencz stated that she wanted City Council to meet the members of search team, Councilmember Moyer said that he did not think that was necessary.

Councilmember Rice opined that the search firm would have their own timeline and that they would drive the process.

Assistant Fragoso reminded the Committee that changes to job descriptions needed the approval of full Council based on a recommendation from the Personnel Committee.

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Councilmember Rice expressed amazement with the aggressive timelines the various firms submitted.

Administrator Tucker commented that this was how these firms operated, and the steps outlined in Chair Ferencz' timeline better mirrored the City's handling the search process alone. She opined on the sense of relief the Committee would feel once the search firm was hired and that the best thing the Committee could do was to get them on board as quickly as possible.

Councilmember Rice agreed that the City was hiring someone to do the work and that the Committee needed to let go of some of the work they have discussed.

HR Office DeGroot said that the Committee might get two (2) more proposal by the end of the week.

When Chair Ferencz asked if the Committee thought it necessary to interview the search firms before making a recommendation to Council, Ms. DeGroot said that more than one (1) of the firms she spoke with offered to do a Skype interview. Most of the firms she spoke with were very flexible to do whatever the City needed.

6. Miscellaneous Business

Next Meeting Date: 5:00 p.m., Thursday, June 7th in the Conference Room

7. **Executive Session** – not needed
8. **Adjournment**

MOTION: Councilmember Moye moved to adjourn the meeting at 6:10 p.m.; Councilmember Rice seconded and the motion **PASSED UNANIMOUSLY.**

Respectfully submitted:

Marie Copeland
City Clerk

DRAFT

Special Personnel Committee Meeting

6:15 p.m., Tuesday, May 15, 2018

A special meeting of the Personnel Committee was held at 6:15 p.m., Tuesday, May 15, 2018 in Council Chambers of City Hall, 1207 Palm Boulevard, Isle of Palms, South Carolina. Attending the meeting were Councilmembers Moye and Rice, Chair Ferencz, Administrator Tucker, Assistant Administrator Fragoso, City Clerk Copeland, and Human Resources Officer DeGroot; a quorum was present to conduct business.

1. Chair Ferencz called the meeting to order and acknowledged that the press and public were duly notified of the meeting in accordance with the Freedom of Information Act.

2. Purpose

A. Recommendation for Interim City Administrator Commencing June 1, 2018

MOTION: Councilmember Moye moved to recommend Assistant City Administrator to become Interim City Administrator effective June 1, 2018; Councilmember Rice seconded and the motion PASSED UNANIMOUSLY.

B. Title Change for current City Administrator commencing June 1, 2018 through October 8, 2018

MOTION: Councilmember Rice moved to change the current City Administrator's title to City Administrator Emeritus commencing June 1, 2018 through October 8, 2018; Councilmember Moye seconded and the motion PASSED UNANIMOUSLY,

3. Adjournment

MOTION: Councilmember Rice moved to adjourn the s meeting at 6:18 p.m.; Chair Ferencz seconded and the motion PASSED UNANIMOUSLY.

Respectfully submitted:

Marie Copeland
City Clerk

CITY ADMINISTRATOR

The City Administrator carries out the policies and programs determined by the elected City Council; ensures development and execution of the City's comprehensive plan and budget; ensures City government operations and functions effectively and serves the needs of Isle of Palms residents and other stakeholders. Plans, directs, and coordinates the administrative and operational activities of the City; organizes, and integrates fiscal controls; supervises all appointed department heads; performs the duties involving the development of broad policies and long-term programs, including the establishment of guides and general directives for the organization as a whole and insures that City ordinances are enforced.

Function

In accordance with City Ordinances, and day to day guidance of the Mayor, the City Administrator is responsible for, directs, and manages all department activities of the City, including the Marina, and shall communicate to City Council conditions of significance including problems and/or all other situations impacting residents.

Serves as director of Personnel for the City, oversees compliance with City personnel policies, state and federal laws for employee and employer, and implements grievance procedure. Provides leadership to develop and retain highly competent, public service oriented staff through selection, compensation, training, and day-to-day management practices that support the City Council's direction.

Responsible for City Real Property to include the marina and the supervision of leases of the Real Property.

Serves as the Procurement Officer for the City of Isle of Palms and manages adherence to the Procurement Ordinance; establishes or recommends internal controls which prevent /deter fraud, waste, or abuse of City resources.

Serves as the Emergency manager in the preparation for and the endurance of emergency events; acts as a conduit of information to Council and provides information to the Mayor, or designee, who acts as the conduit of Information to the public and the news media.

Serves as Public Information Officer; directs and oversees preparation of a wide variety of reports and presentations for City Council, overseas the preparation of press releases and material for dissemination to the media and the public; maintains effective relationships with the media and serves as a clearinghouse for all City Social Media.

Manages adherence to all environmental laws related to the City's being a barrier island community.

Executes, the policies and ordinances of the City, as set by Council, and state, including periodic review and revision recommendations; interprets City ordinances, codes and applicable laws and regulations to ensure compliance; develops and issues administrative policies, rules and procedures that will help improve City efficiency; endeavors to protect the City from costly contract disputes through due diligence and expert advisers.

Other duties as may be assigned by City Council.

Duties and Responsibilities

Interprets the direction and intent of Council; implements policies as directed; acts to insure that all laws, ordinances, and policies of the City Council are faithfully executed; recommends organizational changes and assists in formulation of internal plans, policies, and programs; oversees plans, directions and coordination of all activities funded by Council.

Develops Council meeting agenda with Mayor; attends and participates in all Council meetings, or appoints designate. Works closely with Committee Chairs and Councilmembers including providing prompt, thorough, and complete information equally as appropriate to all council members and Committees; endeavors to avoid surprises on behalf of Councilmembers; and is available, tactful and responsive.

Maintains operational control and supervision of all appointed department heads and their departments; directs all personnel.

Coordinates the activities of city government with all other agencies within the city, county, state , and federal agencies; develops and establishes policies and procedures for the operation of administrative functions and operational activities of the city, including fire, police, public works, recreation, building inspections, etc.

With the City's Department Heads and Marina tenants develop drafts of the annual operations budget and capital improvement plan budget for approval by Council and supervises the implementation of adopted budgets

Advises council of the financial condition of the City and makes recommendations as may be necessary to preserve the financial health of the City; reviews financial guidelines, salaries, and supervises the collection of revenue, while keeping City Council abreast of City's financial condition.

Strives to complete all capital investments on time and on budget and include appropriate protections in contracts for errors, omissions or mistakes.

Ensures that personnel policies and State, and Federal regulations are enforced.

Participates in professional organizations on behalf of the City; maintains good working relationship with key community constituencies.

Works closely with the City Council and neighboring local governments in developing and implementing programs to achieve City priorities and solve community problems.

Serves as a role model to employees.

Develops and coordinates proposals for action on current and future City needs, working closely with appointed boards, committees, and officials to achieve planned action results

Performs unspecified duties as required.

General Duties, Delegation of Authority

The City Administrator shall be responsible to the collective City Council for the proper administration of the city, and to that end shall have the power and authority to:

Serves as the Department Head of the General Government Department of the City.

Direct, supervise, and coordinate administrative activities and operations.

Conduct annual performance appraisals of appointed department heads.

Supervise the appointment of personnel by department heads.

Suspend department heads with timely notice to City Council.

Dismiss department heads with the approval of Council.

Suspend or dismiss other city employees with the advice of the appropriate department head and with timely notice to City Council.

Recommend and administer personnel policies, classification, compensation, and evaluation policies for all City employees.

Prepare monthly reports on administrative activities.

Combine or consolidate job positions within departments as necessary or prudent to maximize manpower, utilization, and efficiency.

Investigate complaints concerning administrative matters and personnel performance.

Prepare a proposed annual capital and operating budget and submit the proposed budgets to the Council for review and consideration.

Responsible for the administration of adopted annual operating and capital budgets.

Prepare a five (5) year capital plan which is to be updated annually.

Monitor the financial condition of the city, estimate present and future financial means.

Analyze and report on monthly financial reports prepared by the Treasurer and submit to Council.

Recommend and administer policies governing purchasing procedures and inventory control to Ways and Means Committee.

Authorize the purchase of services, material, and equipment which do not require competitive bids, provided that such items are appropriated in the annual operating budget or capital program budget.

Authorize shifts between departmental budget line items in accordance with policy provided overall budget appropriations are not exceeded.

Advise Ways and Means Committee of anticipated expenditures that may exceed budgeted amounts. Establish or recommend internal controls which will prevent/deter fraud, waste or abuse of City resources.

Ensure that a complete annual report on the finances of the City is prepared and submitted to the City Council following the end of each fiscal year.

Provide the Council with information, data, and leadership, in matters of policy determination.

Required Knowledge, Skills, and Abilities

Thorough knowledge of theory, principles and practices of public and private business administration.

Extensive knowledge of City functions and associated management, financial and public policy issues and organization and functions of an elected City Council

Extensive knowledge of personnel principles and practices of public personnel management and the City's personnel rules and policies;

Extensive knowledge of employee and employer rights and regulations.

Extensive knowledge of public works activities and practices.

Extensive knowledge of Marina management and lease negotiations

Extensive knowledge of planning and land use principles.

Extensive knowledge of operations and capital budgeting.

Extensive knowledge of the maintenance of public archival records

Ability to deal with the public on a wide range of topics and issues; communicates with citizens, the public, intergovernmental agencies, businesses and not-for-profits while being fair, responsive, professional, polite, open, skillful with the media, cooperative and listens.

Minimum Training and Experience

Master's degree in Public Administration with at least five (5) years experience in local government administration.

City Council may consider a different combination of education and experience.

Work Environment

The City Administrator predominately works under typical office conditions with noise levels usually quiet. Being a coastal community, exposure to the elements may occur in performing duties associated with the Marina and beach area. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

CHIEF OF POLICE

FUNCTION:

Under limited supervision of the City Administrator, performs complex administrative and supervisory duties in the overall management of the police department; performs specialized law enforcement duties as necessary.

DUTIES:

Plans, organizes, and directs the overall function of the police.

Creates and enforces the long and short-range goals of the department. Prepares budget recommendations to the City Administrator and manages the budget for the department.

Develops department policies and procedures and recommends law enforcement ordinances for presentation to the City Council; acts as a member of the City Management Team.

Meets daily with the Support and Operations Captains and division supervisors, develops the annual department budget and controls the police department expenditures.

Enforces departmental rules, regulations, procedures and work methods; imposes disciplinary action when necessary.

Finalizes all new employment and termination decisions.

Prepares and delivers public addresses; meets with the news media and performs other public relations duty as required.

Conducts an annual performance appraisal of the Support and Operations Captains and reviews the performance appraisals of all personnel.

Develops long-range manpower and equipment estimates and insures the proper complement of personnel to support all regular and special duty law enforcement.

Manages the development of training programs for new personnel and approves the continuing training program for all personnel.

Prepares special and regular department reports such as annual administrative report to Council.

Responds to serious crime incidents or emergencies and directs activities when possible.

Establishes liaison with news media or selects designee for dissemination of public information relative to crimes and/or emergencies.

Refers to policy and procedures manuals, computer manuals, codes / laws / ordinances / regulations, publications and reference texts, etc.

Performs other duties as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of state, local and federal laws pertaining to the general exercise of law enforcement duties.

Extensive knowledge of the principals, practices and procedures of police work.

Knowledge of the organization and policies of neighboring governmental jurisdictions.

Extensive knowledge of advanced law enforcement methods.

Thorough knowledge of department procedures.

Thorough knowledge of management, planning and supervisory methods and procedures.

Knowledge of City and local area geography.

Knowledge of the use and care of firearms.

Thorough knowledge of equipment typical of law enforcement duties.

Superior skill in organizing, directing and supervising others.

Superior ability to manage people and to develop policies and procedures.

Ability to communicate well verbally and in writing with the general public and the news media.

Ability to work well with other City officials and the general public.

Must maintain physical conditioning to be able to perform all duties of police officer on Isle of Palms according to departmental standards.

EDUCATION, TRAINING AND EXPERIENCE:

Bachelors degree in criminal justice or related field and have ten (10) years or more experience in law enforcement, five (5) years of which have been in increasingly more responsible positions, or the equivalent in education and training to fulfill position requirements.

Completion of advanced training courses in all areas of law enforcement.

Maintenance of firearms proficiency according to departmental standards.

Possession of a valid South Carolina driver's license.

Possession of, or ability to obtain within six (6) months of employment, Red Cross or other accredited certification in Cardio-Pulmonary Resuscitation (CPR).

(Note: The listing of duties in this class specification is representative, not exhaustive. It is not necessarily a detailed description of all work responsibilities and it does not give exclusive title to every function described.)

Wage Ranges: \$81,825 \$102,282 \$122,738



**Isle of Palms
Position Description**

Position Title: **Chief of Police**
Department: Police
Reports To: City Administrator
Employment Status: Full-Time-/Exempt
Date: July 2018

General Summary:

Under limited supervision of the City Administrator, plans, directs, manages and coordinates all police department operations pertaining to the enforcement of state and local laws designed for public safety and welfare. Employee works under stressful, high-risk conditions, performing specialized law enforcement duties.

FUNCTION:

Under limited supervision of the City Administrator, performs complex administrative and supervisory duties in the overall management of the police department; performs specialized law enforcement duties as necessary.

Essential Job Functions: * DUTIES

- **Responsible for planning, organizing, and directing overall function of police department activities, ensuring the department's compliance with applicable federal, state and local laws and regulations** *Plans, organizes, and directs the overall function of the police*
- **Develops and implements strategic long and short-range goals for the effectiveness and efficiency of departmental objectives** *Creates and enforces the long and short range goals of the department. Prepares budget recommendations to the City Administrator and manages the budget for the department*
- *Develops department policies and procedures and recommends law enforcement ordinances for presentation to the Public Safety Committee and City Council; acts as a member of the City Department Managers' Management Team*
- **Keeps self and members of the police department informed of significant developments in the criminal justice field which affect the department**

- Meets daily, or as needed, with direct reports ~~the Support and Operations Captains~~ and division supervisors
- Prepares budget recommendations to the City Administrator and manages the budget for the department ~~Develops the annual department budget~~ and controls the police department expenditures
- Enforces departmental rules, regulations, procedures and work methods; imposes disciplinary action when necessary
- Prepares and delivers public addresses; meets with the news media and performs other public relations duty as required
- ~~Prepares budget recommendations to the City Administrator and manages the budget for the department~~
- **Performs evaluations of subordinates, reviews their work for completeness and accuracy**
- **Supervises staff through the chain of command; supervisory duties include instructing, assigning, reviewing and planning work; maintaining standards; selecting new employees and acting on employee discipline and discharge**
- ~~Manages the development of training programs for new personnel and approves the continuing training program for all personnel~~
- **Coordinates and manages the training of all staff sworn and non-sworn staff to include initial training certification and recertification of all programs and to supervise the proper development of training and education programs. To ensure all staff are knowledgeable and about new developments in State, Federal, local and departmental rules, regulations, policy and procedures**
- **Interacts with State, Federal and local criminal justice agencies and other legal, social, public and private agencies**
- **Analyze complex police problems and to adopt quick and effective reasonable courses of action**
- **Ensures community safety; develops new techniques for community policing**
- *Develops long-range manpower and equipment estimates and insures the proper complement of personnel to support all regular and special duty law enforcement*
- **Represents the department at Council meetings, community events, etc.;** *prepares special and regular department reports such as annual administrative report to the City Administrator, Public Safety Committee and Council*
- *Responds to serious crime incidents or emergencies and directs activities when possible*

- *Works with Assistant Administrator and eEstablishes liaison with news media or selects for dissemination of public information relative to crimes and/or emergencies*
- *Refers to policy and procedures manuals, computer manuals, codes-/laws-/ordinances-/regulations, publications and reference texts, etc.*
- *Performs other duties as required*

Creates and enforces the long and short range goals of the department.

Finalizes all new employment and termination decisions.

Conducts an annual performance appraisal of the Support and Operations Captains and reviews the performance appraisals of all personnel.

Knowledge, Skills and Abilities:

Knowledge of state, local and federal laws pertaining to the general exercise of law enforcement duties.

Extensive knowledge of the principals, practices and procedures of police work.

Knowledge of the organization and policies of neighboring governmental jurisdictions.

Extensive knowledge of advanced law enforcement methods.

Thorough knowledge of department procedures.

Thorough knowledge of management, planning and supervisory methods and procedures.

Knowledge of City and local area geography.

Knowledge of the use and care of firearms.

Thorough knowledge of equipment typical of law enforcement duties.

Superior skill in organizing, directing and supervising others.

Superior ability to manage people and to develop policies and procedures.

Ability to communicate well verbally and in writing with the general public and the news media.

Ability to work well with other City officials and the general public.

Must maintain physical conditioning to be able to perform all duties of police officer on Isle of Palms according to departmental standards.

EDUCATION, TRAINING AND EXPERIENCE:

Educational and Experience Qualifications:

Bachelor's degree in criminal justice or related field and ~~have~~ ten (10) years or more experience in law enforcement, five (5) years of (extensive experience working in police management) which have been in increasingly more responsible positions, or the equivalent in education and training to fulfill position requirements

Master's degree preferred. Completion of major course of study in police management ~~(for)~~(for example, FBI National Academy, Southern Police Institute, or equivalent)

Completion of advanced training courses in all areas of law enforcement

Maintenance of firearms proficiency according to departmental standards

Possession of a valid South Carolina driver's license

South Carolina Criminal Justice Training Academy certification and/or the ability to obtain SCCJA Class 1 certification within reasonable time frame (Add time desired)

Possession of, or ability to obtain within six (6) months of employment, Red Cross or other accredited certification in Cardio-Pulmonary Resuscitation (CPR)

This position is considered Essential Personnel and will be required to work during and following natural disasters and emergency situations

Physical Requirements:

Must be physically able to operate a variety of different types of equipment and machinery including computers, law enforcement equipment, emergency vehicles, tools, firearms, and communications equipment, etc.

Must be able to exert up to fifty pounds of force occasionally and frequently or constantly to lift carry, push, pull or otherwise move objects.

Physical demands are in excess of those of sedentary work.

Position requires considerable and strenuous physical exertion and may involve defending oneself or others against physical attack.

Ability to walk, stand, running, climbing, reaching, bending, stooping, kneeling, crawling and jumping for varying periods of time.

Subject to high risks with exposure to potentially dangerous situations, such as physical attack or unusual environmental stress, (e.g. working under extreme outdoor weather conditions, exposure

to toxic fumes, chemicals, blood borne pathogens, major trauma, emotional stress and hazards of disability or even death), which require a range of safety and other precautions.

Frequently subject to outside weather conditions.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

(Note: The listing of duties in this class specification is representative, not exhaustive. It is not necessarily a detailed description of all work responsibilities and it does not give exclusive title to every function described.)

***Disclaimer:** The above information has been designed to represent the general nature and level of work performed. It is not designed to contain or be interpreted as a comprehensive description of all duties, responsibilities and qualifications requires of employee assigned to this position.

I have read and accept the responsibilities outlined above.

Signature

Date

Printed name



**Isle of Palms
Position Description**

Position Title: **Public Works Assistant Director of Maintenance & Facilities**
Department: Public Works
Reports To: Public Works Director
Employment Status: Full -Time / Exempt
Date: July 2018

General Summary:

The Assistant Director of Maintenance and Facilities is a supervisory position assisting the Public Works Director with Public Works Administration, Engineering, Drainage, Stormwater, Underground Infrastructure and facilities maintenance. Supervisor has the responsibility for effective utilization of staff, temporary labor and contractors. The Supervisor performs technical and administrative duties and assists the Public Works Director with all aspects and duties related to the implementation and management of the City's *Stormwater Management, and National Pollutant Discharge Elimination System (NPDES) and the South Carolina Department of Health and Environmental Control (SCDHEC)*. Performs inspection services and assists on a wide range of City projects and contracts such as landscaping, drainage, storm water, buildings and other improvements. Assists with creating, coordinating and presenting educational materials and programs to citizens and City employees.

Essential Job Functions: *

- Responsible for performing technical and administrative duties in support of the City's Code, policies and procedures
- Performs general civil engineering work for projects
- Provides complex technical, administrative and other support to the Public Works Director as needed
- Employee must possess comprehensive knowledge of principles, practices and techniques of public works maintenance and construction. Must be well versed in the materials, supplies, tools and equipment used in the public works maintenance and repairs
- Reinforces OSHA regulation and safety initiatives. Conducts on-site investigations pertaining to accidents, injury, liability, or incidents
- Oversees, coordinates and performs maintenance, renovations, repairs and projects of City facilities including the scheduling of outside contractors to fix problems or emergencies as needed
- Conducts inspections of work-in-progress and ensures projects are completed in compliance with applicable codes, regulations and standards
- Assists in developing, presenting and administering operating budgets

- Maintains a current working knowledge of regulatory requirements related to Stormwater on National, Regional, State and City levels
- Receives information from City staff regarding operations and assists in managing and prioritizing needs
- Interacts and communicates effectively with the City Administrator, City Council members, Mayor, departmental supervisors and employees, co-workers, contractors, other government agencies, external organizations and the public
- Assists the Public Works Director in developing legal documents, ordinances, programs and department policies in conjunction with the proper legal consultation
- Represents the Department and Director during meetings and conferences
- Performs other duties as required and assigned

Knowledge, Skills and Abilities:

Knowledge of applicable federal, state and local rules and regulations;

Work requires the exercise of considerable judgment and initiative;

Knowledge of street drainage construction, repair and maintenance methods;

Knowledge of DHEC regulations regarding solid wastes, OSHA regulations, and their implementation;

Ability to plan, organize and supervise the activities of others;

Knowledge of city procurement procedures and practices;

Knowledge of applicable occupational hazards and safety procedures;

Skills in operating computers and office software;

Ability to manage multiple tasks in a detailed and accurate manner;

Knowledge of Engineering practices, principles, terminology and methods;

Ability to discern when information should be conveyed or retained;

Filing and organizational skills are of paramount importance;

Ability to communicate clearly and concisely, both orally and in writing; research and prepare complex engineering reports; review and check engineering designs; plans and studies;

Assists in developing programs, goals, budgets, training courses, and safety programs;

Must stay well-informed of current developments in the field by attending related classes, meetings and conferences;

Working knowledge of applicable OSHA, EPA, and DOT safety regulations;

Educational and Experience Qualifications:

Bachelor’s degree in Civil Engineering or a closely related field and 5 years of experience in general municipal engineering, including 2 years of supervisory experience; or, an equivalent combination of education, training and experience.

Possession of a valid driver’s license and the ability to obtain a Class B driver’s license.

Possession or the ability to become a Class AB Underground Storage Tank (UST) Operator within 6 months.

This position must have the license and the ability to operate construction equipment and vehicles.

The job is considered Essential Personnel and will be required to work during and following natural disasters and emergency situations.

Physical Requirements:

Must have proficiency and be physically able to operate various types of machinery as related to the operation of public works construction and maintenance equipment.

Must have manual dexterity, full range of motion and the ability to perform vigorous physical activity including climbing, crawling, sitting, kneeling, standing, reaching, twisting, and bending.

Ability to lift fifty (50) pounds continuously in varying weather conditions.

Environmental exposures include daily exposure to extreme temperature, wetness and/or humidity.

Exposure to various industrial hazards may include but not limited to: chemical hazard and electrical hazards.

Skilled in written and oral communication.

***Disclaimer:** The above information has been designed to represent the general nature and level of work performed. It is not designed to contain or be interpreted as a comprehensive description of all duties, responsibilities and qualifications requires of employee assigned to this position.

I have read and accept the responsibilities outlined above.

Signature

Date

Printed name

**Isle of Palms Police
Department**

Memo

TO: Ptl. Phillips
FROM: Sgt. M.R. Storen *(MS)*
CC: Capt. K. Usry & Personnel File
DATE: April 25th, 2018
SUBJECT: Employee Recognition

*GREAT JOB ON
THE ACTIONS YOU
TOOK DURING
THIS INCIDENT.
CAPT. USRY*

Ptl Phillips, on April 22nd, 2018 you responded to a suspicious female on the Isle of Palms Connector. During that call you acted in a heroic manner that resulted in a female who needed mental help being saved and getting her the much needed help that she needed.

I was advised by CCSO Deputy Mizner that while you were on scene speaking with the victim, you maintained a constant visual watch on the victim while keeping a calm demeanor due to recognizing the possible situation that was evolving. As the victim decided to end her life by jumping over the edge of the barrier wall, you did not hesitate and reacted heroically by grabbing onto the victim and pulling her to safety. Once safe, you were compassionate and thorough with your investigation. You provided support to the victim's brother who arrived on scene and you stayed with the victim until she was committed.

This type of conduct is what we strive for each of the officers of this department to demonstrate on each call for service they go on, no matter how small or big the call is. After reviewing the body camera footage provided by Deputy Mizner of CCSO it is without doubt you were a hero that day and a life was saved by your selfless actions. You could have easily gone over the side of the bridge while attempting to save the victim, however your selfless bravery saved the life of another. I will be recommending you for employee of the year for your heroism and going above and beyond the call of duty. Keep up the great work!

-see attached

*CAN THIS GO TO
PERSONNEL COMMITTEE
FOR EMPLOYEE OF
THE MONTH? THIS IS
FOR HIS PERSONNEL
FILE.*

USRY